Information Technology
Keyboarding Applications
Course Code # 3775
½ Credit

Prerequisites: Keyboarding

School Year _____

Term:____Fall____Spring

Student:	Grade:
Teacher: School:	
Number of Competencies in Course: **29**	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0   The student will create business documents, applying the appropriate formatting knowledge and skills.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Incorporate computer and keyboarding functions and terminology.		
1.2	Evaluate the handling of the computerized workstation.		
1.3	Evaluate various documents.		

Standard 2.0   The student will apply skills in processing business documents using new styles in various formats and lengths.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Demonstrate proper technique for keyboarding various business documents.		
2.2	Key business documents in a variety of styles and formats.		
2.3	Apply typography and layout and design rules.		

Standard 3.0   The student will apply the touch system to develop speed and reduce errors.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Manipulate the keyboard to key correct response patterns to increase speed.		
3.2	Demonstrate increase in straight copy speed and control.		
3.3	Use skills on a variety of copies--arranged, unarranged, handwritten, and rough draft.		
3.4	Interpret proofreader symbols and revise edited copy.		

Standard 4.0   The student will apply keying and formatting skills in creating reports and tables in various formats and lengths.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Demonstrate proper technique for keyboarding reports and tables.		
4.2	Key multi-column tables.		
4.3	Key and format multi-page reports with footnotes and endnotes.		
4.4	Key and format a multi-page report with headers and footers.		

Standard 5.0   The student will apply concise styles, mailable standards and rules for grammar, spelling and punctuation creating business documents and reports that communicate the intended message.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Apply correct punctuation and capitalization.		
5.2	Apply correct spelling and grammar skills.		
5.3	Apply correct number expression.		

Standard 6.0   The student will process career portfolio documents for job interview.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Prepare a letter of application, resume, job application, and follow-up letter.		
6.2	Participate in a mock interview.		

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Standard 7.0   The student will perform their culmination project by completing a simulation that consists of business correspondence, reports, tables, etc., of varying degrees of difficulty.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Key a simulation.		
7.2	Proofread and edit documents for accuracy, content, correct grammar, spelling, and punctuation.		
7.3	Use touch system of keying and word processing software to create, modify, store, retrieve and print documents.		

Standard 8.0   The student will evaluate professional skills associated with in business leaders.

Learning Expectations	Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
8.1	Demonstrate self-initiative through group projects.		
8.2	Examine the value of leadership skills.		
8.3	Illustrate image-building and public relations techniques.		
8.4	Assess decision-making skills.		
8.5	Demonstrate effective teamwork and critical analysis applying conflict resolution techniques.		
8.6	Demonstrate parliamentary procedure skills through group activities.		
8.7	Analyze the goals and apply the principles of Business Professionals of America and/or Future Business Leaders of America.		

Additional comments: _____

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